

**CONFIDENTIAL**

25X1A

7 March 1955

Director of Training

Handling Career Staff Applications at

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1. At the OTR Career Service Board Meeting on 1 March 1955 the following policies and procedures were adopted for handling Career Staff Applications at [REDACTED]. These were based on the recommendations submitted by [REDACTED] after he had discussed the matter with officials at [REDACTED] on 10 and 11 February.

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2. Only witting employees will be allowed to join the Career Staff.

3. Semi-annually the Personnel Officer [REDACTED] will furnish the Personnel Officer, Headquarters, a list of witting employees who will complete three years with the Agency during the coming six months.

25X1A

4. As applications are received from the Office of Personnel, they will be checked against the above list. The applications for unwitting persons will be returned to the Office of Personnel with the notation that they are ineligible. The applications for witting persons at [REDACTED] will be forwarded to the Personnel Officer [REDACTED].

25X1A

5. The Personnel Officer [REDACTED] and the individual's immediate supervisor will discuss the privileges and obligations of membership in the Career Staff with the person concerned. If the person does not wish to apply, he will sign a statement giving the reasons why he does not wish to apply. If he does wish to apply, he will sign the application which will be endorsed by the appropriate supervisor with the category he recommends.

25X1A

6. In order to insure secure handling of the applications, it is suggested that the applications not leave the Administration Building at [REDACTED].

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Document No. 1006 2 p

NO CHANGE in Class. ☐

☐ DECLASSIFIED

Class. CHANGED TO: TS S C

DDA Memo, 4 Apr 77

Auth: DDA REG. 77/1763

Date: 31 JAN 79 By: 822

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7. Applications for [REDACTED] will be handled through the Operations School.

MATTHEW BAIRD

OTR/LGW:ec

Distribution:

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Orig & 1 - Addressee  
1 - [REDACTED]  
1 - DTR ✓  
1 - PO/OTR

TRANSMITTAL SLIP

3/9  
(Date)

TO:

BUILDING

ROOM NO.

REMARKS:

Elaine will make proper routing sheets when this is returned. There are two memos for signature.

FROM:

BUILDING

ROOM NO.

EXTENSION

DTA ce of 3/1

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letter to [REDACTED]

Re: Sep Increase for WB Personnel